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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Space, Maintenance and Facilities

DATE: 2 July 1953

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
 Branch during the month of June 1952 and June 1953.

Volume:

1952 1953

1. Requests for services processed during month of June.

A. New requests by memorandum or requisition	283	231
B. On hand prior to June 1	<u>35</u>	<u>24</u>
Total	318	255
C. Written orders placed with GSA	165	263
D. Number on hand and no action as of 30 June	55	18
E. On hand 60 days or more and not yet submitted to GSA.	0	0

2. Funds obligated during fourth quarter of Fiscal Year.

A. Fourth Quarter Encumbrances

1. Routine alterations and installations	\$18,300	\$19,333
2. Special Projects		
a. Renovations (6615-20)	52,205	14,515
b. Renovations (Other)	<u>2,190</u>	
	\$54,395	\$14,515

3. Quarterly orders written (29) \$435,885.00

4. Protective Service (GSA Guards)		
a. 195 reimbursable posts	\$75,643	\$117,516

5. Laborers and Trucks (From GSA)	<u>5,334</u>	<u>20,333</u>
Total funds obligated	\$80,977	\$137,849

3. Sums paid to GSA during February against orders encumbered in third quarter.

1. Alterations and Installations	\$41,584	\$33,994
2. Guards	76,802	93,550
3. Laborers and Trucks		12,795
4. Elevator	53	
5. Firemen-Laborers	1,487	1,773
6. National Security Council	<u>64</u>	
	\$119,990	\$142,112

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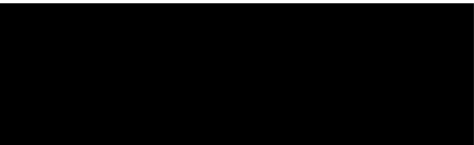
Monthly Report

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4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	20	15
Verbal	550	400
B. Inter-office memorandum		
Inter-Agency letters	27	20
	5	4
C. Space moves during June		
Total personnel moved	18	4
Estimated cost	234	73
	\$1,470	\$12,378
D. Number of requests on which orders have been placed but work has not been completed.		
30 days old	53	
60 days old	64	
90 days old	35	
120 days old	24	
	<u>176</u>	

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